

VACANCY ANNOUNCEMENT

United States District Court - Middle District of Pennsylvania



GENERALIST CLERK - Scranton, PA (Full-Time Temporary Position with Benefits) (#05-01)

The United States District Court for the Middle District of Pennsylvania is seeking qualified applicants for the position of full-time temporary Generalist Clerk in the Scranton Clerk's Office.

Position Overview:

The incumbent performs a full range of support services for the Administrative and Operations Department of the Scranton Clerk's Office. Primary duties involve providing clerical and data processing support, including answering the telephone, data entry, record keeping, copying, filing, document scanning and customer service. Additional duties within the Operations Department include assisting with case management, opening and closing cases, responding to requests for court records, quality control of electronic filings and making entries into the electronic filing system. Further duties within the Administrative Department include providing support on an as needed basis to the Jury, Finance, Human Resources and Procurement Departments, such as assisting with juror selection/qualification and payment, maintaining departmental records and files, assisting with bank deposits and payment for goods and services.

Qualifications:

The successful applicant must be a high school graduate or equivalent and display excellent communication skills, both verbal and written. Data entry and word processing experience required, preferably with WordPerfect 10 or higher. Preference will be given to candidates with prior court experience or work experience in a legal environment and/or familiarity with CM/ECF filing and docketing procedures. Occasional travel to the court's offices in Harrisburg, Williamsport and Wilkes-Barre may be required.

Salary and Benefits:

The Operations Clerk is a full-time temporary position with benefits (retirement, health and life insurance programs, paid holidays and leave accrual). Salary range is \$27,312 (CL 23-01) to \$44,405 (CL 23-61), commensurate with qualifications, experience, budgetary considerations and prior classification under the court's personnel system. This position is subject to mandatory electronic fund transfer participation for payment of net salary. Employees of the court are considered "at will" employees and the Federal Government Civil Service classifications or regulations do not apply. The successful candidate must complete a probationary period.

To Apply: Please submit a cover letter and resume (including salary history and references) to:

Clerk, U.S. District Court
Middle District of Pennsylvania
P.O. Box 1148
Scranton, PA 18501-1148
ATTN: Personnel Office #05-01

Closing date for applications is August 12, 2005.

The United States District Court is an Equal Opportunity Employer